

1 – 3 Goodwood Street
Toowoomba Q 4350

Phone – 07 4633 7922
E-Mail - little.miracles@bigpond.com

Kindy Waiting List form

Kindy Groups are 5-day fortnights

Monday, Tuesday every second Wednesday or Thursday, Friday every second Wednesday

Group Session times are confirmed each year.

FEES – From 2024, Kindy is FREE. Further information will be provided once details are confirmed.

2023 Fees - Our base daily fees are \$45/day or \$1125/term (\$4500/year)

If you -	Your out-of-pocket reduction is -	You will pay -
Are eligible for Kindy Plus (criteria below)	\$45/day (\$1125/year)	\$0/day
Receive Family Tax Benefit A and/or B	\$35/day (\$3500/year)	\$10/day (\$250/term) (\$1000/year)
Neither of the above	\$15/day (\$1500/year)	\$30/day (\$750/term) (\$3000/year)

- The daily fee includes Building Levy, Fundraising Levy, Excursion/Incursion Levy, E-Portfolio.
- Other one-off fees that will be included on your Term 1 invoice are a \$5 Membership Fee and \$5 for a Library Bag.

Other fees payable

Application Fee \$25 (to be returned with application form)
Enrolment Fee \$100 payable upon enrolment (refunded in term 4 fees)

** Fees are subject to change

Kindy Plus Eligibility

What are the criteria for Kindy Plus?

- The family (including foster families), or the child, must present one of the following:
 - current Australian Government Health Care Card (HCC). The HCC must name the enrolled child, whether the child's own card or a card belonging to their parent/guardian; or
 - current Australian Government Concession Card; or
 - Department of Veterans' Affairs Gold Card or White Card; or
- Child identifies as Aboriginal and/or Torres Strait Islander
- The family has 3 or more children of the same age, enrolled in the same year.
- The child is living in a formal child protection out-of-home-care arrangement.
- The family and child have entered Australia under the Australian Government's Refugee and Humanitarian Program or are in the process of seeking asylum in Australia and hold a temporary visa until their application for refugee status is determined.

Office Hours

Tuesday, Wednesday & Thursday
8.15am to 3.00pm

Bank Account Details

Little Miracles Community Kindergarten
638 – 070
010378138

Ref – Your Surname

**(Heritage customers use – 10378138 s21)

NQS7 Governance and leadership Procedure

Enrolment and orientation (affiliate)

Introduction

Effective enrolment and orientation processes form the foundations for strong relationships between families and the centre.

Waiting list

- Where possible, parents / guardians are encouraged to visit the centre prior to completing a waitlist form.
- A child's name is considered to be on the waiting list when the centre has received a completed waitlist form and any waiting list fee has been paid and receipted.

New enrolment

Enrolment Offer

- Enrolment offers are managed by and are the responsibility of the Director (with Administrator / Clerical support).
- Enrolment offers for the following year typically commence:
 - Kindergartens – up to one year prior to commencement
 - Childcare – Quarter 4; the year prior to the year of entry.
- When a vacancy exists, an enrolment offer is made to the next child on the waiting list.
- The number of enrolment offers made depends on:
 - Vacancies
 - The number of children on the waitlist
 - The age of children
 - The number of continuing children, and
 - The expected number of delayed entry / exit children.
- When offering enrolments, the centre will:
 - Make offers according to received date order of waitlist form.
 - Prioritise children who turn 4 by 30 June in the year they attend kindergarten.
 - Follow the Queensland Kindergarten Funding Guidelines when offering enrolments to eligible age children booking into a second group and non-eligible age children. Refer to the 'Kindergarten specific enrolment information' section of this procedure.
- To ensure equity of access to all community members, priority will not be given to:
 - children of committee members,
 - siblings of children enrolled at the centre,
 - children of families who live locally, and
 - children of staff (unless approved by the committee).
- An enrolment is confirmed when a parent/guardian has completed and returned an *Enrolment Booklet* and any fees are paid. An enrolment offer specifies the offer expiry date. The parent/guardian is required to return all completed documents by the expiry date.
- Centre Director (or delegate) maintains current waitlist and makes enrolment offers.

Enrolment Confirmation

- Parent/Guardian accepts or declines enrolment offer.
- Centre Director (or delegate) processes the enrolment offer and any fee payable.
- A confirmation of enrolment is sent to the parent/guardian.
- As completed enrolment booklets are received, review information with care and attention. Reviewing children's health information is a legislative requirement. If a parent/guardian has not provided their consent for any item, the centre Director (or approved delegate) is required to contact the parent/guardian to discuss and confirm their understanding and intention. This is especially important if a parent/guardian has not provided consent for emergency medications such as EpiPen or Ventolin. If a parent/guardian has not provided their consent to administer an EpiPen or Ventolin in a medical emergency, provide the following information:
 - Sometimes a child experiences their first asthma/anaphylaxis medical emergency while in care.
 - Delay in administering anaphylaxis/asthma medication in a medical emergency may result in serious, even fatal health risks to children.
 - Under-treatment of anaphylaxis is more harmful (and potentially life threatening) than over-treatment of a mild or moderate allergic reaction.
 - All teachers and educators have current anaphylaxis and asthma first aid training
 - To help in the making of an informed decision please refer to *Asthma Australia* and *ASCIA*.

Orientation

- The Centre Director plans, invites, and communicates orientation activities to relevant parents/guardians.
- Arrange a formal meeting with parents/guardians who are enrolling a child with an additional need or medical condition.
- To ensure a smooth transition and where possible, families are actively encouraged to spend time at the centre prior to commencement. Invite waitlisted families to events prior to enrolment.
- Consider and respond appropriately to the needs of enrolled families from diverse cultural and language backgrounds. To access interpreting services, please contact the C&K Quality and Regulation team (3513 2597/ nqf@candk.asn.au).

Kindergarten specific enrolment information

- Only children of eligible age (i.e., children who turn 4 by June 30 in the year they attend kindergarten) can receive Queensland Kindergarten Funding. Parents/guardians of non-eligible age children are not eligible for any Queensland Kindergarten Funding.
- Waitlisted children of eligible age will be offered a place before children wishing to enrol in a second kindergarten group and non-eligible age children.
- The Department has stated that eligible-aged children wishing to book in a second group and non-eligible aged children can be conditionally enrolled with a starting date of February 1, providing they do not take the place of an eligible-aged child.
- Only offer non-eligible children places in an approved kindergarten program from February 1, if places are available after finalising the enrolment of eligible children. Earlier enrolments of non-eligible children must be approved in writing by the Department of Education prior to offering place.
- To be eligible for the Queensland Kindergarten Funding, approved kindergartens must operate and provide a program for a minimum of 15hrs/week at least 40wks/year.
- A child enrolled in a second kindergarten program will not be eligible for additional Queensland Kindergarten Funding subsidies. The parent/guardian must indicate via the *Enrolment Booklet* which centre will receive the Queensland Kindergarten Funding.



Inclusion Policy

This policy applies to children that have additional needs that will require adaptations to the usual Kindy program e.g. teacher aide support, toileting support, use of visual cards, use of hearing devices, behaviour management strategies, visiting therapists, medical procedures, administration of medication, etc. It is a condition of enrolment that this information is shared with Little Miracles Community Kindergarten. This policy is to be used in conjunction with NQS2 Children's health and safety Procedure Medical conditions. NQS2 Children's health and safety Form Checklist - Child with a medical condition.

Inclusive environments benefit all children. Little Miracles Community Kindergarten provides inclusive programs responsive to children's individual needs. This is achieved through building collaborative relationships with children, families, community, support agencies and health professionals. Through these relationships, all children, including children with additional inclusive needs, can access and participate within the program.

When enrolling a child with additional needs, it is important that we follow guidelines, so that all parties involved have a positive experience. This includes the child enrolling, the family, the educators working with the child, and the other children and families in that group. To ensure that we can provide a positive experience and education, Little Miracles has create a procedure to follow to ensure that we are able to cater to the needs of the child and their family.

Procedure Prior to Enrolment

- Initial Meeting with the family and child – It is imperative that we meet the child prior to enrolment so that we can gain an understanding of the child's needs and start to form a relationship. During this initial meeting, families are to provide all information that they have access to, including reports from medical specialist and therapist, reports from past education facilities, and their own clear and concise details of the needs of the child. It is important that families fully disclose information at this point, so that the Teacher/Director can start gathering accurate information.
- Teachers/Director will require permission to contact specialists and therapists for further information. If the child attends an ECDP, or another facility, the teacher may choose to attend this facility to meet the child, observe, and have discussions with the team members of the facility.
- Little Miracles request that the child attends two play dates at the Kindy with at least one family member present. This is to ensure that the child transitions into Kindy as smoothly as possible and gives the educators an opportunity to form a relationship.
- Once the above has occurred the enrolment process can continue as normal (ie interview with the teacher, attendance at parent information night, orientation morning with other class members, etc).
- Little Miracles does offer before and after Kindy care some years of enrolment. This is one by one educator, so if your child has high needs, or requires one on one support, it may not be suitable to use this care. This can be discussed upon enrolment interviews.
- Little Miracles does offer a 3-year-old Junior Kindy program; however, children of this age are not entitled to any government funding, therefore there is no access to extra support for children to attend the program. This is something that needs to be discussed with the director before enrolling, to ascertain if the Kindy can provide the necessary care and education for the child.

Little Miracles Community Kindergarten has a long-standing reputation of providing quality education with fully inclusive practices. Little Miracles has a close relationship with the local Early Childhood Development Programs, and local therapists such as Speech Therapists and Occupational Therapists. Many families of children with additional inclusive needs are recommended to Little Miracles Community Kindergarten. For this reason, it is important that families are aware that we must follow the above process and assess if we can provide the right amount of care and support for the child enrolling. In extenuating circumstances, when multiple children with inclusion support needs are wanting to enroll, it may not be possible for Little Miracles Community Kindergarten to fulfill all these enrolments. Educators will assess the needs of all children and allocate groups accordingly. A thorough risk assessment would need to take place, and if the child, the educators, other children in attendance are at risk in any way, then the enrolment process would not be able to continue.

Procedure During Enrolment

Once enrolled and attending Little Miracles Community Kindergarten, it is important to maintain open and frequent communication. This will ensure that all parties involved are getting the most out of the enrolment. During enrolment families of a child with inclusion support needs must follow the following procedure:

- Meet with the teacher/director at least once a term to discuss therapy, goals, development etc.
 - Continue to provide updated reports from specialists/therapists.
 - Work with the teacher to create an Education Support Plan with background information and goals.
 - Work with the teacher/director on gathering and supplying information to support KISS funding applications.
 - Act in a prompt manner with any paperwork requested.
 - Work with the teacher/director/therapist on recommendation made.
 - Continue to use open and honest communication with all parties involved to ensure the child receives the best possible support.
-

Kindergarten Waiting List form

Completing this form:

- Lodgement of the form **does not guarantee** your child a place within Little Miracles Community Kindergarten.
- This form is a waiting list application form only. If your child is offered a place, we will ask you to complete an enrolment booklet to formalise the enrolment for your child.
- Little Miracles Kindergarten does not have a sibling policy; please submit a separate form for each child.
- Please write using **BLOCK LETTERS**.
- Once completed, submit this form **using email or post directly to Little Miracles Community Kindergarten**.
- A range of **information is gathered for legislative and statistical purposes**; please ensure you complete all sections to help us process your application as soon as possible.

Child's details

First Name: _____ Surname: _____

Date of birth: _____ Gender: ☐ Male ☐ Female

Home address: _____

Suburb: _____ State: _____ Postcode: _____

Cultural Background: _____

Main Language spoken at home: _____ Other Languages spoken at home: _____

Do you or your child identify as: ☐ Aboriginal ☐ Torres Strait Islander ☐ Aboriginal and Torres Strait Islander

Your child's year of commencement – please tick the relevant year according to your child's date of birth

- | | |
|---|---|
| <input type="checkbox"/> 2025 (born 1 July 2020 – 30 June 2021) | <input type="checkbox"/> 2027 (born 1 July 2022 – 30 June 2023) |
| <input type="checkbox"/> 2026 (born 1 July 2021 – 30 June 2022) | <input type="checkbox"/> 2028 (born 1 July 2023 – 30 June 2024) |

Would you like your child to start earlier if there is a place?

Eg. when they are 3 years old. (Junior Kindy)

☐ Yes ☐ No

Parents / guardians details

First name: _____ Surname: _____

Date of birth: _____ Parent's gender: Male ☐ Female ☐

Relationship to child: _____ Contact phone: _____

Email address: _____

First name: _____ Surname: _____

Date of birth: _____ Parent's gender: Male ☐ Female ☐

Relationship to child: _____ Contact phone: _____

Email address: _____

About your child

The information you provide in this section will assist Little Miracles Kindergarten in providing the highest quality of education and care and facilitating a smooth transition for your child and family into kindergarten. All responses to these questions will be treated in accordance with the Little Miracles Kindergarten confidentiality and privacy policy.

Does your child attend any Specialist Services eg. Speech, OT, ECDP? Yes ☐ No ☐

If yes, please give details _____

Have you applied for a NDIS plan? ☐ Yes ☐ No

If yes, is the plan - Approved ☐ or Waiting approval ☐

Does your child require extra support for any of the following (diagnosed or undiagnosed)? (Further discussions may be required to decide which days of attendance will best support your child's needs. (See Inclusion Policy attached)
Please provide open and honest details, so that we can arrange the appropriate support for your child.

- | | |
|--|--|
| <input type="checkbox"/> ASD _____ | <input type="checkbox"/> Asthma _____ |
| <input type="checkbox"/> Allergies/Anaphylaxis _____ | <input type="checkbox"/> ADD/ADHD _____ |
| <input type="checkbox"/> Behavioural _____ | <input type="checkbox"/> Developmental Delay _____ |
| <input type="checkbox"/> Diabetes _____ | <input type="checkbox"/> Diet/Food Aversion _____ |
| <input type="checkbox"/> Epilepsy _____ | <input type="checkbox"/> Hearing _____ |
| <input type="checkbox"/> Medical Condition _____ | <input type="checkbox"/> Processing _____ |
| <input type="checkbox"/> Speech / language _____ | <input type="checkbox"/> Sensory _____ |
| <input type="checkbox"/> Toileting _____ | <input type="checkbox"/> Vision _____ |
| <input type="checkbox"/> Other (please specify any concerns) _____ | |

I have read and understood the Little Miracles Community Kindergarten Inclusion Policy ☐ Yes

How did you find out about Little Miracles Community Kindergarten?

- | | |
|--|--|
| <input type="checkbox"/> Word of mouth | <input type="checkbox"/> Internet search/Little Miracles Website |
| <input type="checkbox"/> Existing C&K kindergarten | <input type="checkbox"/> School |
| <input type="checkbox"/> C&K website | <input type="checkbox"/> Facebook/Instagram |
| <input type="checkbox"/> Returning Family (older child attended) | <input type="checkbox"/> Other (please specify) _____ |

Waitlist application agreement

- I have provided correct information and agree to notify Little Miracles Community Kindergarten Inc if my circumstances change.
- I understand that the information I have provided will be used for the purposes of being considered for a place in Little Miracles Community Kindergarten Inc.
- I understand that Little Miracles Community Kindergarten Inc regards my information as confidential and has policies in place to ensure the protection of this information.
- I understand that this data may be used for statistical purposes.
- I am the legal guardian of the child and have authority to provide information contained in this form.
- I acknowledge that by completing this Waiting list form, it does not confirm a placement at Little Miracles Community Kindergarten Inc.

Parent / guardian signature: _____ Date: _____

Lodgement details

Once completed, you can submit this form in person at 1-3 Goodwood Street, Toowoomba Qld 4350 or email – little.miracles@bigpond.com or mail directly to Little Miracles Kindergarten.

What now?

Once your application form & \$25 Application fee are received, Little Miracles Community Kindergarten may contact you to discuss your application, which may include a request for further information. We will contact you should a place become available. Please note that places are offered to eligible age children (4 by June 30 in the year they attend Kindergarten) first based on order of receipt of the wait list application. For further information regarding your application, please contact the Kindergarten.

OFFICE USE ONLY
Date received:

Processed by:
Date processed: